

Volume of Records Measurement Guide

Use this guide, in conjunction with the *Records Disposition Authorization* (Form RC-075 or Form RC-108), to determine approximate volume of records. Public records are created and maintained in a variety of formats, including hard copy and electronic. This guide is designed to help you determine how to list the total volume of records on the disposition form, regardless of format.

Paper Records

The volume of paper records is determined by cubic foot. A cubic foot is “a measure used to indicate the quantity of materials, commonly used to describe the size of large collections. Note: A records center box, which measures approximately 10 × 12 × 16 inches, is generally counted as a cubic foot, even though it is slightly larger.”

(Source: A Glossary of Archival and Records Terminology, Richard Pearce-Moses, 2005, <http://www.archivists.org/glossary/Introduction.asp>.)

To find cubic feet: Length x width x height (in inches) divided by 1,728 = cubic feet

Electronic Records

For electronic records, list the physical size of the item(s) to be destroyed in either megabytes (MB) or gigabytes (GB). To determine this information, right click on the file or folder and choose “properties.”

Volume of Records

Hard Copy Records

15"	of letter size documents	1.0 cubic feet
12"	of legal size documents	1.0 cubic feet
1	Letter size vertical file drawer	1.6 cubic feet
1	Legal size vertical file drawer	2.0 cubic feet
1	Letter or legal size lateral file drawer [9.5" x 26" x 16"]	2.4 cubic feet
1	Record carton (standard banker's box) [10" x 12" x 16"]	1.0 cubic feet
1	Record carton (larger trans file box) [24" x 13" x 11"]	1.8 cubic feet

Magnetic Tapes and Electronic Records

200	Cassette tapes	1.0 cubic feet
12	Magnetic tapes	1.0 cubic feet
1	5¼" Floppy diskette	110 KB
1	3½" Floppy diskette	1.44 MB
1	Standard Compact Disc (CD)	700 MB
1	Standard Digital Versatile Disc (DVD)	4.7 GB
1	Standard Blu-ray Disc (BD)	25 GB
USB Flash drives, external hard drives, and memory cards		Variable